

2013-14 Program Review
Best Practices Form

Instructions: *Submit this form as a separate attachment with your completed Program Review.* Programs often do something particularly well; usually they have learned through assessment—sometimes trial and error—what solves a problem or makes their programs work so well. These are often called **Best Practices** and can help others. Please share the practices your program has found to be effective. The contact information lets others know whom to contact for more information. This part of Program Review is linked to the Student Success Strategic Goal: “Become an exemplary model of student success by developing and implementing best practices.” For examples of Best Practices visit the [Program Review Committee’s website](#).

Program/Department: **Industrial Technology** (Engineering and Industrial Technology department)

Name of Chair/Director/Manager: Sean Caras Email Address: scaras@bakersfieldcollege.edu Phone: 395-4393

Best Practice(s):

When considering Industrial Technology as a whole, rather than looking specifically at the disciplines within this area), a common element that emerges is the need for strong Advisory Committees that keep our program’s relevant to local employers. Several suggestions for effective advisory committees include:

1. Having a non-faculty member of the Advisory Committee setting the agenda and leading the meetings works very well.
2. If advocacy is needed, include higher-ranking local leaders of the companies; if specific feedback is needed, include those who either work in the occupations you serve, or directly manage those workers in your occupations.
3. It is vital that the members feel that this is a participatory process, so limit the amount of time that faculty and adjuncts spend talking to the group. Holding a meeting where the members are merely listening to a program sales pitch or a progress report does not inspire the type of discussion that is needed.
4. Remember that if your discipline includes different industry sectors, there may be a tendency for one sector to try and dominate the conversation. It is important that all industry sectors are considered, and the decisions that are made regarding course content should consider the needs of all employers that could potentially hire students from the discipline.

